GLAM Activity/Area - Risk Assessment					
k Assess(Andrew McLellan	Area / Department	Pitt Rivers Museum, GLAM	Ref No:	reference number	
	Signature	A McLellan	Date:	Oct-21	
Summary description of tasks to be undertaken:	Risk assessment for formal educati	on group visits to the Pitt Rivers Museum (	predominantly scho	ols but can include university and other educational groups)	

Responsibility for completing risk assessments is the function and responsibility of Line Management, however this task maybe delegated to a competent person or persons within the department
The Assessor should be competent in his/her knowledge of the activity, process and trained in risk assessment techniques
(The Line manager must counter sign at the bottom to approve the risk assessment and remains accountabable for both its detail & its implementation)

Ref	Identify Hazard	Those at risk. & Description of harm.	Current Control Measures		Evaluate Risk		Risk	Additional Control Measures)			Re-Evaluate Risk	
	Hazards	Describe how those affected could be harmed	Current Control Meas If Current Risk Rating is above 5 then look to	ures that are in place now. identify & implement Additional Control Measures			1	Additional Control Measures required to reduce the Current Risk Rating If the Final Risk Rating is above 5 then find futher control Control Measures until its 5 or below.	Final Risk Rating		g	
	Accidents, incidents and near misses	Children, young people and adults could be injured or	of 10 students under the age of 12 is requi	o of 1 responsible adult to supervise a maximum red. Older students may be supervised by fewer	L	s	R	Front of House staff to monitor visit to ensure control measures being implemented (e.g ensure teacher on each floor when students are there)	L	s	F	
		hurt themselves	briefed on: the need to walk rather than rur	aff and before the visit commences they are n, fire alarm procedure, no use of the lift unless								
			to cross Parks Road. Teachers are advised	no food and drink policy.  to board and alight from a coach or minibus and to supervise children in the grounds outside the sence of the car park and possibility of moving								
1				gs and coats teachers are advised to allow small iid overcrowding and risk of tripping.	2	2	4		1	2	1	
			First aid boxes are kept in several locations incidents are reported to Museum staff – ac	s can provide emergency cover in the Museum. around the Museum. All accidents and cidents and incidents for both employees and a University Safety Office and suitable remedial								
			Access is restricted to the public areas of the a special project when they will be supervise	ee Museum only unless the students are part of ed by additional members of staff.								
			All children and adults are briefed on how to the objects or each other.	o handle objects carefully so as not to damage								
	Covid19 - personal safety	a,b,c,d,e Contract or spread Covid19	All groups, whether taught or self-guided, v	d with all group leaders at the point of booking.  vill receive a health and safety induction on their				Front of House staff to give extra supervison to ensure control measures are fully implemented				
				um will be open to the public while a booked ensure that the agreed maximum of visitors is								
2			Museum, which will be overseen by the Sch	·	2	3	6		2	3		
2			Museum, unless exempt for medical reason	o wear a face covering in public areas of the s. The use of face coverings by learning staff in a. Museum staff will respect the decision made	2	3	ь		2	3		
			We ask visitors to keep a safe distance from Coats and bags are handled by students a									
	Covid19 - group safety	a,b,c,d,e		assessment permitting. If there are outreach				Front of House staff to monitor visist to ensure control measures being				
	group salety	Contract or spread Covid19	sessions to other institutions or venues the institution will be adhered to.	n the Covid19 guidelines of the specific				implemented - weekly meetings held with PRM/OUMNH re bookings and need to amend visitor ticket numbers as required. Bookings are spreadout for visits involving touchable artefacts to allow for cleaning. (currently 72 hours				
3			adults or children feel unwell during the visi	y the visiting adult whenever possible. If any t, group leaders make arrangements to return to or children are confirmed to have Covid19 within is notified by the visiting group leader.	2	3	6	apart)	2	3		
			Toilets, accessed also by the general public out the day.	c, are closely monitored and cleaned through								
	Safeguarding	c Protection of children and vulnerable adults	Julian Duxfield director.hr@admin.ox.ac.uk director.swss@admin.ox.ac.uk (01865) 280 concern that there is an immediate risk of s emergency services should be contacted w	Itfying their safeguarding lead within the mergency the main University contacts are - (01865) 270152 or Gillian Hamnett 444 (direct line) or (01865) 280459. If there is a erious harm to a child or adult at risk then the thout delay on 999 or 101. Volunteers are licies of the Museum: Staff working directly with								
4			During school visits, if the staff or pupils are member of the public/staff/site user, they are	concerned about the behaviour of another re to report it immediately to Front of House staff d to the Pitt Rivers Museum Health and Safety	1	4	4		1	4		
			Photos will not be taken of children unless given to the internet on tablets then approp also be required to supervise appropriate u	prior permission has been sought. If access is oriate filters will be put in place but teachers will se of the web.								
5	Electrical equipment	e,b,c,d,e Risk of electric shock	Portable electrical equipment is subject to re personnel. Only authorised persons are allo	wed to work with electrical equipment in the seeking PATesting from a qualified tester on	1	2	2		1	2		
	The building	a.b.c.d.e Risk of trip or fall cauding injury accidents or shock	Building is maintained in good condition. The	ne condition of all stairs and flooring is regularly				Front of House staff to give extra supervison to ensure control measures are fully implemented				
6		and a supply decided of supply	The edge of all the stairs are clearly indicate extra care on stairs when entering from the other circulation spaces such as the stairs to	de Low lighting levels in the Museum requires Museum of Natural History. Good lighting in o the upper floors. If taught school groups are they are advised to go in single file, on the left	2	2	4		1	2		
			Where possible all glass in Museum cases i	s either laminated safety glass or safety filmed.								
7			Areas will be harriered off when work is carr A copy of this RA will be available to all gro	ied out during opening hours. For a more ups on request and via the Museum website			0				f	
orove	d and Signed by the Line			Print name and date			<u> </u>				L	

per: Karrine Sanders Co.

	Review Record  This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed						
Review I	Reviewed By	Findings	Signed				

Ris	sk Assessment 2017	Likelihood						
	Matrix	5. Almost Certain	4. Likely	3. Possible	2. Unlikely	1. Rare		
	5. Catastrophic	25	20	15	10	5		
>	4. Severe	20	16	12	8	4		
Severity	3. Moderate	15	12	9	6	3		
Š	2. Minor	10	8	6	4	2		
	1. Insignificant	5	4	3	2	1		

## **Risk Factors** Severity

- 1. Insignificant Trivial injury or harm requiring no / minimal intervention or treatment
- Minor Minor injury / illness requiring minor intervention or treatment with no time off work or interruption to normal work duties
- 3. Moderate – Injury leading to lost work time (equal to or greater than one day), or interruption to normal work duties or occupational illness without lost work time
- **Severe** Severe injury / illness
- Catastrophic Fatality(s) or injury / illness leading to long tern incapacity / disability

## **Risk Factors**

## Likelihood

- **Rare** Freak event and happens only under extreme circumstances
- **Unlikely** Not expected to happen and happens due to the unforeseeable sequence of events
- **Possible** Could possibly happen and it is reasonably foreseeable under normal circumstances
- **Likely** Could easily happen and is probable under normal circumstances **Almost Certain** Common occurrence. Often happens and is expected to happen

Score	Priority	Action to be taken
1 to 4	LOW	Low risk identified - Control measures to be adopted and modified
5 to 10	MEDIUM	Medium risk identified - Ensure that the risk assessment is reviewed. Further control may be necessary
12 to 25	HIGH	High risk identified - Stop. Re-evaluate risk assessment and develop/determine greater control measures

Those at Risk - By Type				
а	Employees.			
b	Others - (e.g. general public).			
С	Young Persons - (those under 18 years of age).			
d	New or Expectant mothers.			
е	Contractors /Maintenance - (Either internal or external).			
f	Child - (Anyone who has not yet reached the official minimum school leaving age (MSLA).  Pupils reach the MSLA in the school year in which they turn 16).			